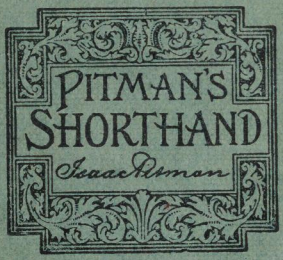
PITMAN'S SHORTHAND

NEW ERA EDITION

KEY TO SHORTHAND MANUAL



1/-

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KEY

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NEW ERA EDITION

Isaac Pitman

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PITMAN HOUSE, PARKER STREET, KINGSWAY, LONDON, W.C.2
THE PITMAN PRESS, BATH
PITMAN HOUSE, LITTLE COLLINS STREET, MELBOURNE
UNITEERS BUILDING, RIVER VALLEY ROAD, SINGAPORE
27 BECKETTS BUILDINGS, PRESIDENT STREET, JOHANNESBURG

ASSOCIATED COMPANIES
PITMAN PUBLISHING CORPORATION
2 WEST 45TH STREET, NEW YORK
205 WEST MONROE STREET, CHICAGO
SIR ISAAC PITMAN & SONS (CANADA), LTD.
(INCORPORATING THE COMMERCIAL TEXT BOOK COMPANY)
PITMAN HOUSE, 381–383 CHURCH STREET, TORONTO

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MADE IN GREAT BRITAIN AT THE PITMAN PRESS, BATH
D7—(S.7)

KEY TO EXERCISES

Exercise 2

1. p, b, t, d, ch, j, k, g, w, y, h (down), h (up), r (up).
2. r (down), p, h (up), d, h (down), b, y, t, ch, r (up), k, j, g.
3. f, v, th, TH, s, z, sh, zh, m, n, ng, l, r (down).
4. r (up), m, l, v, th, ng, s, m, TH, zh, f, sh, z.
5. b, th, r (up), m, d, j, r (up), s, n, sh, z, t, g.
6. p, g, h (down), f, w, ch, h (up), g, y, n, w, k, t.
7. sh, f, s, th, m, n, v, zh, TH, z, ng, l, r (down).
8. t, g, d, k, p, ch, b, j, h (down), h (up), w, y, r (up).

Exercise 4

1. pk, pd, pdl, bm, bml, bn.
2. tm, tml, tb, dm, dmr, ch m.
3. ch mn, jn, wk, wv, wd, wd TH.
4. g sh, g sh ng, kv, dp, dpl, dnd.
5. ln, ln ch, lnd, nt, ntm, nv.
6. nm, nml, ml, mld, l ng k, lk.

Exercise 5

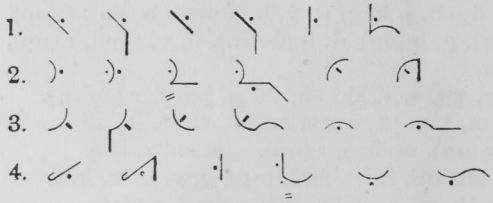
1. Pa, palm, balm, farm, shah.
2. Pay, paid, pale, bale, bake.
3. Bee, tea, dee, gee, fee.
4. Paw, pawl, tall, chalk, thawed.
5. Dough, door, dome, shore, bore.
6. Chew, shoe, lieu, rue, woo.

Exercise 6

1. Pack, back, tap, cap, catch.
2. Deck, dell, debt, cheque, red.
3. Ill, bill, chill, kill, mill.

4. Dock, shod, rod, rock, mock.
5. Touch, Dutch, dumb, rung, lung.
6. Took, shook, book, look, push.

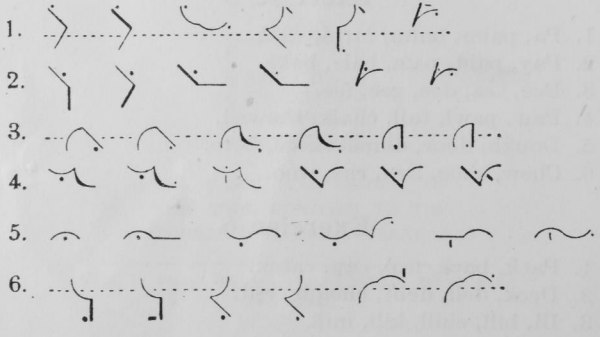
Exercise 7



Exercise 9

1. Cap, catch, path, bath, pad, padlock, cash, cashier.
2. Tongue, chunk, rung, lunch, munch, hung, hope, hub.
3. Bill, billow, cheek, chick, reek, rick, meal, mill.
4. Arm, army, armour, ark, Archangel, arrow, arrear.
5. Row, rowed, roach, rogue, rope, mole.
6. Book, took, shook, look, loop, rude.

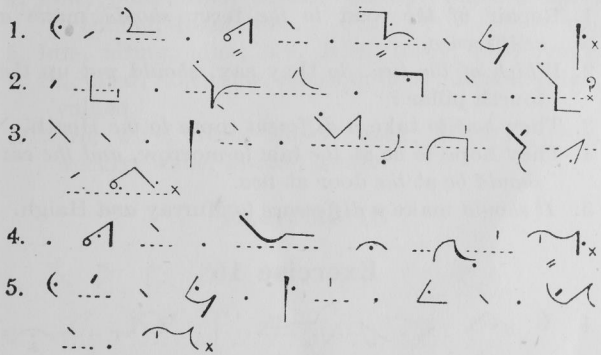
Exercise 10



Exercise 11

1. They *should* ship *all the* coal *on* Monday, *the* tenth *of* May.
2. Ask *the* cashier *to* pay *all the* money into *the* bank at *two to*-day.
3. Miller *and* Robey say they hope *to* get *all the* lead ready *to* catch *the* ship " Adelaide " *on the* fourth *of the* month.
4. *The* bill *of* lading *should* reach Canada *on the* fifth *of* March.
5. *Who*, among *all the* party, may move *the* vote.

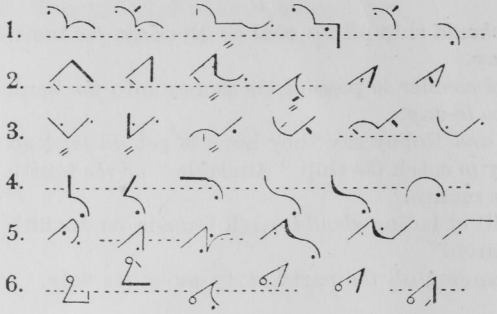
Exercise 12



Exercise 13

1. Bare, berry, dare, dairy, fare, fairy.
2. Core, curry, repair, robbery, wrote, rotary.
3. Roam, roaming, room, roomy, ream, rim.
4. Rush, wrung, ruddy, rally, revenge, rosy.
5. Hope, happy, heavy, hang, hawk, hockey.

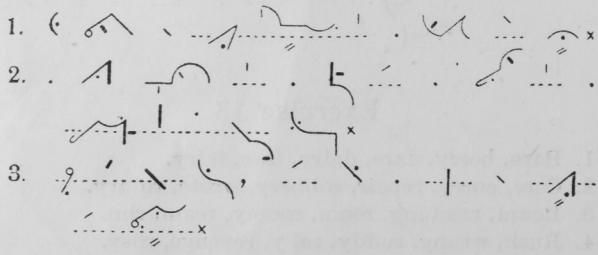
Exercise 14

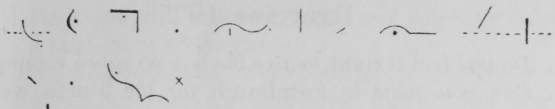


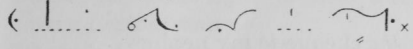
Exercise 15

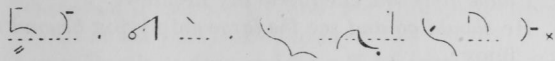
1. Repair *of the* road *to the* ferry *should* make *a difference.*
2. *Which of the two, do* they say, *should put* up *the* fourth pillar ?
3. They *had to* take *a different* route *to the* Heath.
4. They hope *to be* at *the* fair *to*-morrow, *and the* car *should be* at *the* door at *two.*
5. *It should* make *a difference to* Murray *and* Haigh.

Exercise 16



4. 

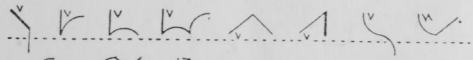
5. 

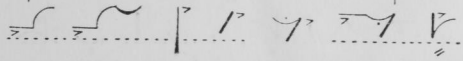
6. 

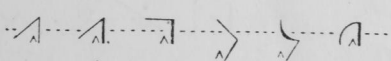
Exercise 17

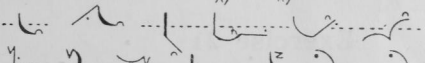
1. Pie, pile, piracy, die, dial, dyke, shy, shire.
2. Boy, boiling, boiler, buoyant, buoyantly, toil, toiler.
3. Bough, vow, couch, outlaw, county, mouth, lounge, towel.
4. Pew, puny, due, endue, beauty, bureau, tube, tubing, duke, dupe.
5. Idle, idling, idler, icy, Irish, irony, ivy, ivory.
6. Oil, oiled, now, new, renewal, deny, denial, value, valued.
7. Wire, wiry, wore, worry, walk, Walker, week, weekly, wake, awake, aware.

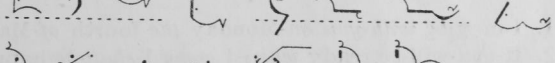
Exercise 18

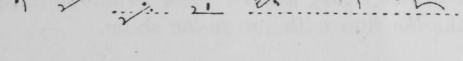
1. 

2. 

3. 

4. 

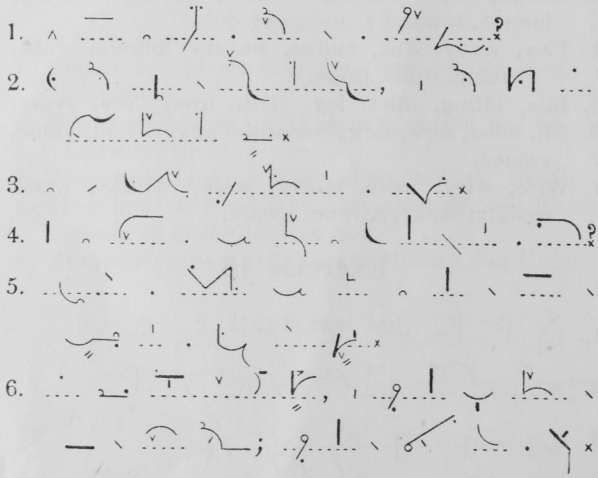
5. 

6. 

Exercise 19

1. *Do you* feel *it* right *to give the* boy so *much* money ?
2. *Can you come to* Edinburgh *for the* fourth week *of* May ?
3. I *have given the* cheque *to* my nephew.
4. He *should go and* see *the large* ship lying *beyond the* buoy.
5. *How can the* beauty *of the* isle fail *to* appeal *to the* duke ?
6. *Do* they assume *the* china *to be* genuine ?

Exercise 20

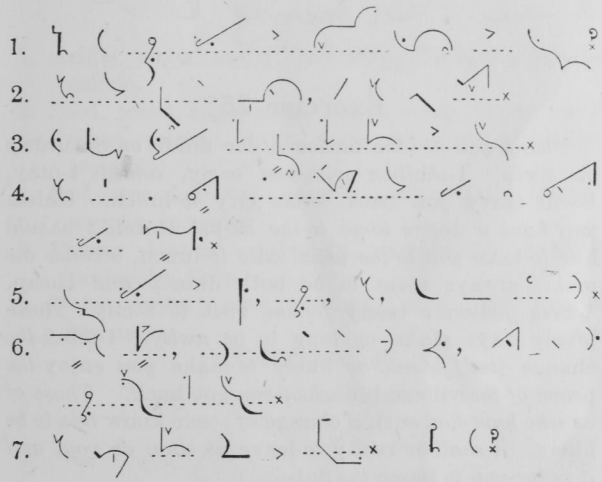


Exercise 21

1. I-may-*be with-you on*-Monday *the* fourth *of*-May.
2. If-*you*-will-*be* ready *when* I *come* I-*shall-be* happy *to*-take-*the* ride *with-you to-the* show.

3. I-*think-you*-will enjoy-*the* ride, *and you*-may take *a* fair share *of-the* game.
4. *How do-you*-like-*the* new book ?
5. I-*think-you*-were right *to-come* away *when you*-were feeling weary.
6. I-*have-had a* talk *with* Webb *and* Duke, *who*-were both at-*the* party *on*-Monday.
7. I-saw Booth *to*-day *and* he-will-*be with* us at-*the* show.
8. If-*you-should*-know anybody *who-can* share *the* work *of-the* opera *with* us I-*shall-be* happy *to* know.
9. I-*have a* new camera *which* I *should* like *to* show *you when* I-see *you*.
10. I-*shall-be* happy *to* see *you to*-morrow if-*you-can come*.

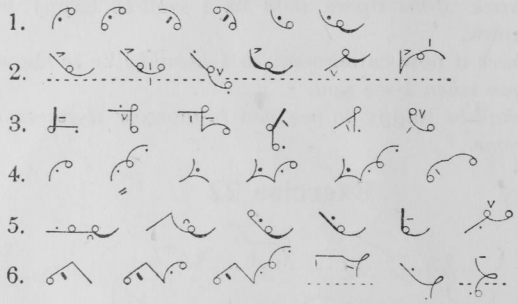
Exercise 22



Exercise 23

1. Spice, spire, spikes, satire, sight, sightless.
2. Passage, passages, tasks, desks, absorbs, rasps, oxides.
3. Vessels, muscles, nasal, sense, senseless, senselessly.
4. Safe, savings, sews, news, nuisance, sings.
5. Lessens, lacing, Nelson, slaves, snores, soles.
6. Dusty, tasty, cask, excuse, razor, wiser.

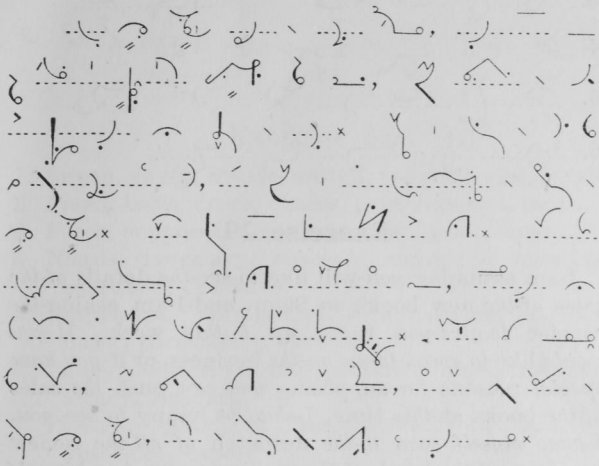
Exercise 24



Exercise 25

Thank-you for-the notice *of-the* affair *on*-Saturday *the* sixth. I-*shall-be with-you* early, *and*, if I-may, I-will carry *you* back *to-the* city *to*-lunch. Unless *you have a* desire *to*-go *to-the* Royal Hotel, I *should* like *to*-take *you to-the usual* café *to*-lunch, *because the* meals *al*ways seem *to be* both dainty *and* cheap. I-*wish you*-were ready *for-the* visit *to* Sicily. These lovely days make us long *to be* away. I-*think-the* change *itself would-be* likely *to*-make *you* enjoy-*the* peace *of-the* village life *when-you* got back. *Those of* us *who have-had* such *a* change *of* scene know *this to be* likely. I-*shall-be* ready *to*-leave *as* soon *as you, and it-is for-you to* name *the* date.

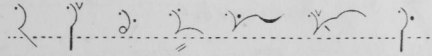
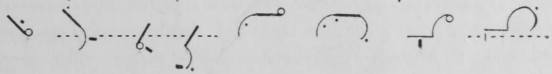
Exercise 26



Exercise 27

1. Acids, asks, assize, assessing, assails, asleep, aslope.
2. Seed, seeks, sago, seems, sails, sleep, slope, sloth.
3. Peruse, pursue, days, daisy, rose, rosy, jealous, jealousy.
4. Sea, sea-sickness, ceasing, unceasing, science, society, sausage.
5. Pious, joyous, joyously, assiduous, zealous, zealously, Zulu.
6. Noise, noisy, sum, assume, sack, ask, tennis, Tennessee.

Exercise 28

1. 
2. 

3.

4.

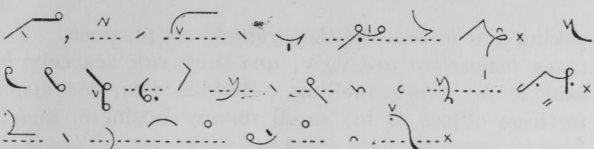
5.

6.

Exercise 29

I-am assuming *you*-will like *to* see-*the* details *of-the* sales *of-the* new books *on* Siam, *and*-I-am asking-*the* cashier *to-give-you* these up *to-this* week. If-*you would* like *to speak to-me on-the* business, or if-*you have special* reasons *for* supposing *you can* push *the* sales *of-the* books at-*this* time, I-*shall-be* happy *to* see *you*. I-*have myself* seen *to-the* despatch *of all-the* review copies, *and-the* head *of-the* mailing room *has himself* seen *to-the* despatch *of* copies *to* buyers by mail. *The subject with-which-the* books deal seems-*to be* popular now, *and-we-have-had several* visitors *to-the* showroom each day since *the* issue *of-the* volumes.

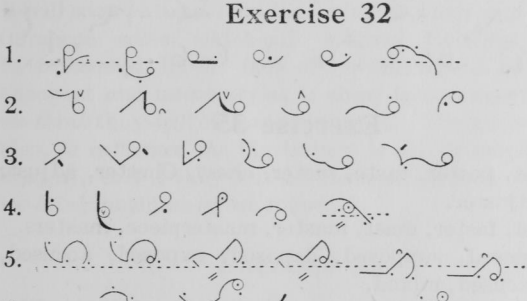
Exercise 30



Exercise 31

1. Sweep, sweet, Swede, switch, swivel, Swiss, swish.
2. Paces, basis, doses, chases, cases, guesses, faces.
3. Poses, supposes, deposes, mixes, noses, laces.
4. Nieces, necessary, success, successful, exercise, exercised, excessive.
5. Emphasize, emphasized, emphasizing, census, insist, parenthesis, synopsis.
6. Policy, policies, jealousy, jealousies, mercy, mercies, legacy, legacies.
7. Possess, possesses, recess, recesses, abscess, abscesses, excess.

Exercise 32

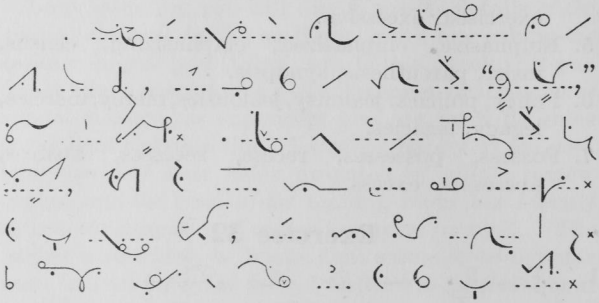


Exercise 33

I-*wish you to*-write *to-me as to-the* disposal *of-those* cases *of-yours which* I-*have-had* lying *in*-these offices *for a year* now. *You have-had* successive notices

asking-*you to* remove *them, but to* no purpose. *The* cases *themselves are* ugly, *and*-they *can* scarcely *be* said *to be* sweet-smelling. Besides *this, the* space *in*-these offices *is too* small *for*-my business, *and*-I-*have*-no room *to* spare *for*-these packages. *This is an* unnecessary annoyance *and*-I insist *on-your* taking-*the* cases away by-*the* tenth *of*-July at-*the* outside.

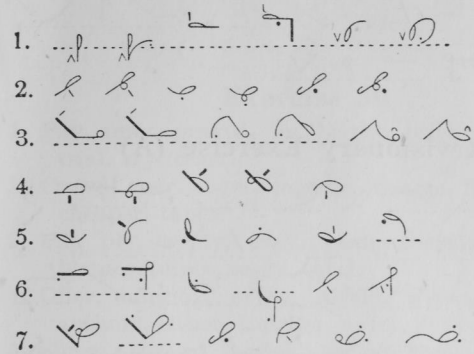
Exercise 34



Exercise 35

1. Post, poster, taste, taster, chest, Chester, adjust, adjuster.
2. Fast, faster, mast, master, masterpiece, masters.
3. Opposed, supposed, deposed, exposed, accused, excused, mixed.
4. State, stately, stop, stoppage, sturdy, sturdily, story.
5. Steam, steamship, stale, stealthy, stair, staircase, store.
6. Testify, testifies, justify, justifies, suggest, suggesting, suggestive.
7. Mist, misty, honest, honesty, best, bestow, beset.

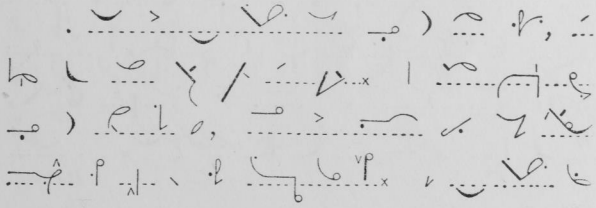
Exercise 36

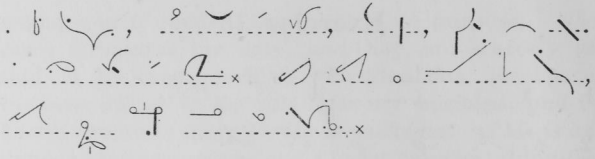


Exercise 37

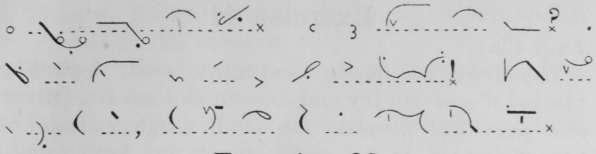
The first cost *of-the* new styles may-*be* heavy, *but it*-will soon *be* repaid by-*the* saving *in* waste *and* by-*the* immense sales *which*-will follow. Business must *be influenced* by-*the* fact *of-our having-the* best *and* cheapest *and* latest styles *to* show *to* customers, *and-we-think* they-will endorse *our* hopes. *We-are* seeking, also, *to influence the* big buyers *to* ask *to* see-*the* new designs, *and*-if-they *can-be* induced *to*-look at-*them we-think* business must follow.

Exercise 38





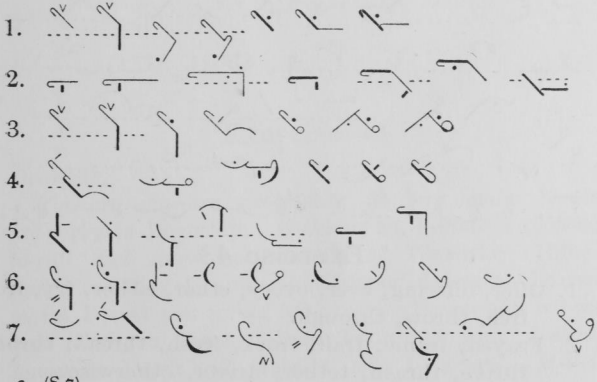
Revisionary Exercise (A)



Exercise 39

1. Pay, pray, prayed, by, bright, brighter, tie, try, trial, cry, cried.
2. Crowd, grey, eager, eagerly, meagre, figure, tiger, cheaper, taper.
3. Pie, ply, apply, play, pledge, pledger, blame, blames, imply, reply, total.
4. Offer, offering, every, afraid, average, author, authors, either, tougher, differ, Jeffery.
5. Shrew, shrewd, shriek, shrink, fissure, treasure, measure, leisure, calmer, manner.
6. Bunker, drinker, tinker, conquer, conquering, thinker.
7. Flow, flung, fled, fledge, Ethel, camel, official, hopeful, joyful, positively.

Exercise 40



Exercise 41

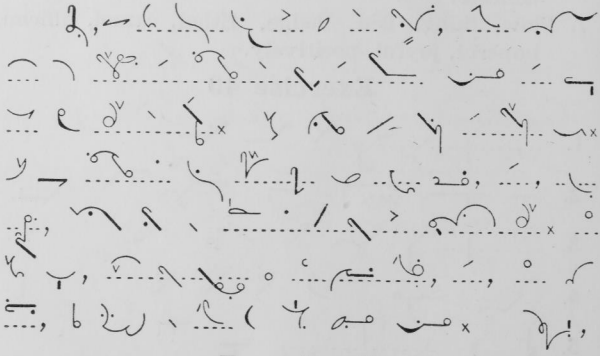
Dear Clay,

If-*you-are* at *liberty on*-Friday *next*, I-*shall-be*-pleased if-*you*-will try *and come in and* see *Dr*. Driver, *our principal member for-the* Borough. He-*is to*-take-*the chair* at-*the* club dinner *in* April, *and*-I *should* like *you to* know *him*. *The number* at-*the* dinner may-*be larger this year*, *because of-the* increase *in-the number of-members in-the* local *and* neighbouring clubs *during-the* past *year*. I-*think-you ought to be* at-least *an* honorary *member of-our* club. *The* other *members would-be* happy *to-have-you with-them*, *and*-they *would cheer you* up, *and-in truth you-can do with-it*. *It-would-be* no trouble *to-me to* push *the* case *for-you* if-*you care to* apply.

Faithfully *yours*,

PETER FLETCHER.

Exercise 42

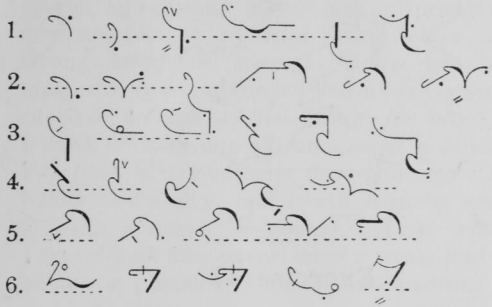


Exercise 43

1. Offer, offering, ever, every, ether, either, fry, fro, free, throw, through.
2. Frayed, frame, frail, frock, fresh, thread, throb, thrive, thrash, tether, driver, otherwise.

3. Thirsty, Kaffir, lever, verb, verbal, river, ruffle, revel, hovel, cavalry.
4. Gravel, novel, naval, fly, flier, flow, floor, flap, fled, fledge, flame.
5. Flaming, flag, bevel, travel, traveller, muffle, muffler, arrival, privilege.
6. Parallel, parlour, dark, darkness, church, sharp, sharply.
7. Terminus, engineer, philosophy, tolerable, former, Norfolk.
8. Purchase, occur, nullify, fulfil, literature, lecture, capture.

Exercise 44



Exercise 45

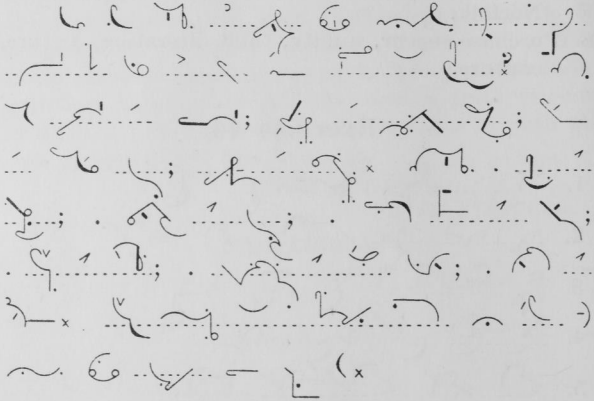
Dear-Sir,

I *believe you-are* proposing *to* buy some house property *in* Beverley. If-*this-is* so, I-*shall-be*-pleased *to-call and* show *you* details *of* Waverley House *and* Crowther Grange, *and* other desirable houses *which* I-*wish you would* look *over*. If-*you*-will *tell-me* just *what-you* desire, I-*think* I-*can* suit *you*. I-*shall*, *however*, leave *all* details *till* I-see-*you*. If-*it-is*

largely a case *of* low price, *as* I gather *it-is*, I-know I-*can* offer *you* value *equal to any*, *and-with* early *delivery of-the* premises, *in all*-cases. I specialize *in valuation* business, *and-this* brings *me in*to touch *with* just *the* right *people for-your* purpose.

Faithfully *yours*,

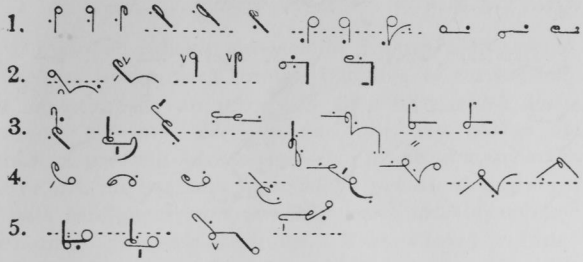
Exercise 46



Exercise 47

1. Spree, supper, splice, supplies, stray, suitor, settle, screw, seeker, cyclists.
2. Sweeper, switcher, swagger, stupor, stagger, sweetly, steeple, stickle, saddle, sadly.
3. Cipher, severance, summer, sooner, civility, personal, swimmers, stifles.
4. Distress, excrescence, express, offspring, gossiper, gospel, mistress, mistrust.
5. Disgraced, disclosed, prescriber, obtrusively, tortoiseshell, peaceful, glassware, praiseworthy.

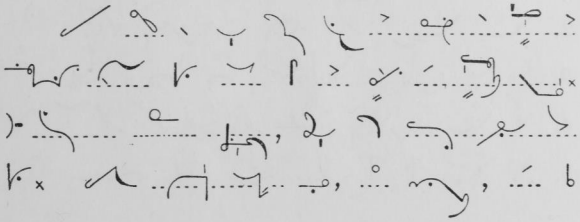
Exercise 48

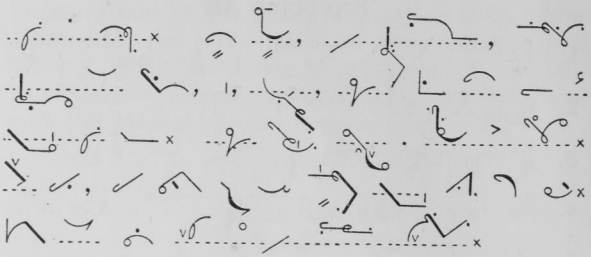


Exercise 49

From what I-know *of* Cedric Spring he-*has* no claims *to* supreme cleverness. *It-would-be* safer *to* describe *him as a* spruce *young* fellow, *with a very* strong *belief in himself*. He-*is*, possibly, *a* bit masterful *in-his* manner ; *but* he-*is-the more* likely *to* succeed *because of-his* liking *for* work. *Nor do* I-*think* he-*is in any* extreme sense *a pleasure* seeker. Far *from it*. I-am-*sure there-is*-no-*more* honourable fellow *in-the* city, *and it*-will *surprise me* if-*he* fails *to*-make *a* name *for-himself*. *As-he* lives *near me*, I travel *with him several* days *a* week, *and* I-must say he-*has a* plausible tongue, *which-should* assist *him in-his* business.

Exercise 50

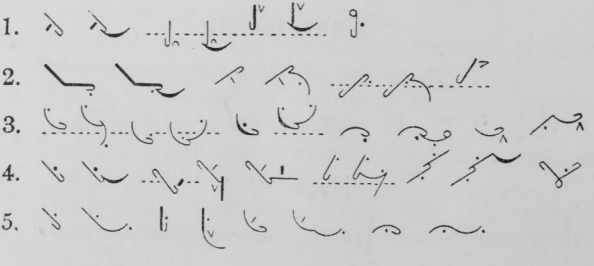




Exercise 51

1. Pun, bone, tone, done, chain, Jane, cane, gain, rain, wine, yawn.
2. Pawning, pawnshop, toning, chaining, caning, gaining, regaining, train, training.
3. Fine, refine, vain, ravine, then, shine, shone, ocean, mean, meaning.
4. Proof, brave, tough, trough, chafe, cave, gave, rough, wife, preserve, observe.
5. Proving, toughen, traffic, deafen, deafening, driving, divide, dividing.

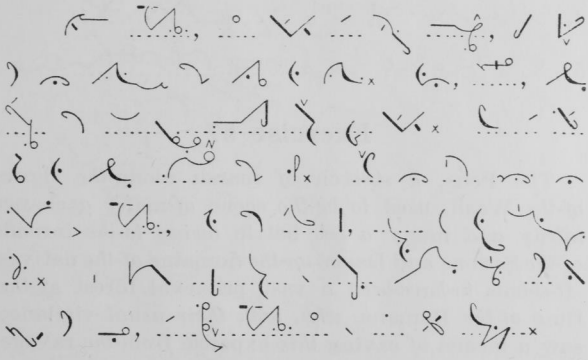
Exercise 52



Exercise 53

It-may-*be difficult for-you to* follow *the general principles* upon-*which* foreign business *is* carried-*on, but* if-*you-are to*-win *your* way *in a* firm *which* does business *with-the Northern and Southern* States *of* America, *you*-will-*have to*-try. No business man, *and,* above *all,* no business man *whose principal* business *is with* foreigners, *can* possibly leave *this* branch *of* economics *from-his* training. If-*he should* refrain *because of a general* dislike *of-the* science, he-will *sure*ly suffer *in-the* long run. *The truth of-this has-been* shown *over and over* again *within* my-own circle, *and*-I *speak for-your advantage. The principles* may appear *difficult to* follow, *and*-if-*you* imagine *the* task *beyond you, it*-will prove so. *But be* brave ; face *the* plain *truth* ; *and you*-will lighten *the* work *and* succeed, *as you*-will deserve *to* succeed

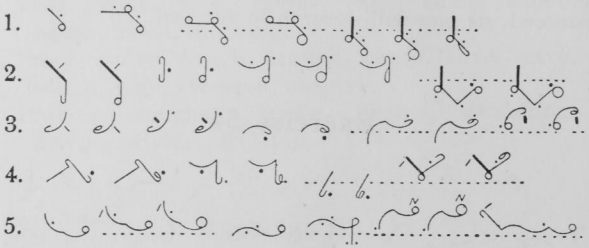
Exercise 54



Exercise 55

1. Pounce, pounces, pounced, bounce, bounces, bounced, ten, tense, retains, tenses.
2. Dance, dances, danced, chance, chances, chanced, Jane, Jane,'s rejoin, rejoins.
3. Cleanse, cleanses, cleansed, glance, glances, glanced, reign, reigns, wine, wines.
4. Learn, learns, expense, expenses, appearance, appearances, assurance, assurances.
5. Refine, refines, even, evens, Evans, assign, assigns, essence, essences, announce, silence.
6. Puff, puffs, prove, proves, reproves, deserve, deserves, behave, behaves, swerve, swerves, transit, Stevenson, densely.

Exercise 56

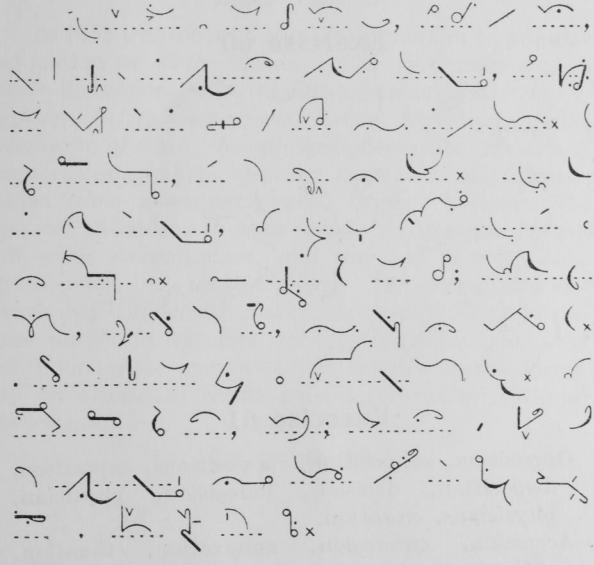


Exercise 57

The Fens, *a* stretch *of* marsh along-*the* shores *of-the* Wash, used *to be-the* scene *of*-many *a* chance affray *and* many *a* set battle *owing to-the* inroads *of-the* Saxons *and* Danes *on-the* domains *of-the* natives. *It*-seems *to-have-been a* vast primeval forest at-*the*-time *of-the* Romans, *who*, *with their usual* vigilance, saw *a* means *of* saving *this* expanse *from-the* ravages

of-the waves by *a* clearance *of-the* trees *and-the* raising *of* banks. King John, *of whose* violence against *the* barons *there-is but* one *opinion*, *near*ly lost *his* life *in* one *of-the* treacherous channels *of-the* Wash. *Those-who-have* read Kingsley's romance *of-the* endurance *and* stout resistance *of-the* Saxons *in-the* Isle *of* Ely, must *have-been* struck by-*the* graphic details *of-the* rough roads *of-those* days, *and* even now they-*are* none *too* easy *for* transit. Times out-*of number*, *the* waves *of-the*-sea carried away property, causing havoc *and* distress *to-the* farmers.

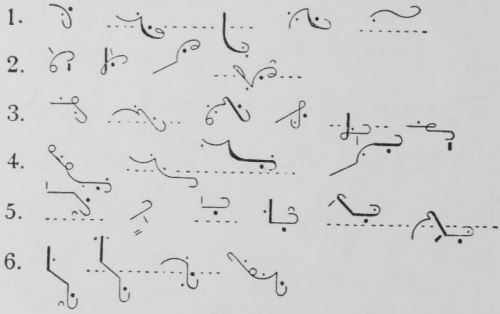
Exercise 58



Exercise 59

1. Fusion, infusion, vision, provisions, revision, sessions, mission, submission, admission.
2. Nation, tension, attention, examinations, mention, manipulation.
3. Oppression, depression, expressions, liberation, station, visitation, hesitation, illustration, section, transactions.
4. Fiction, suffocation, navigation, location, dislocation, selection, legation.
5. Passion, occupation, caution, precaution, application, auction, erection, rations, exploration.
6. Petition, partition, repetition, dictation, flotation, addition, magician.

Exercise 60

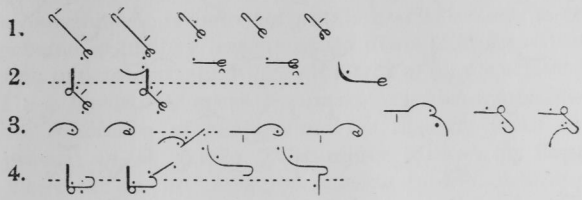


Exercise 61

1. Opposition, supposition, suppositions, exposition, disposition, decision, indecision, physician, physicians, cessation.
2. Accession, succession, annexation, taxation, authorization, sensation, sensations, sensational.

3. Revision, revisionary, nation, nations, national, nationality, diction, dictionary.
4. Education, educational, action, actions, actionable, tuition, situation, fluctuation, superannuation.

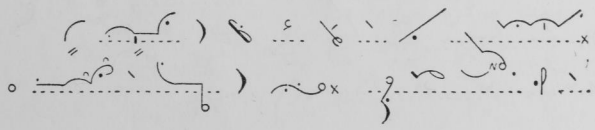
Exercise 62

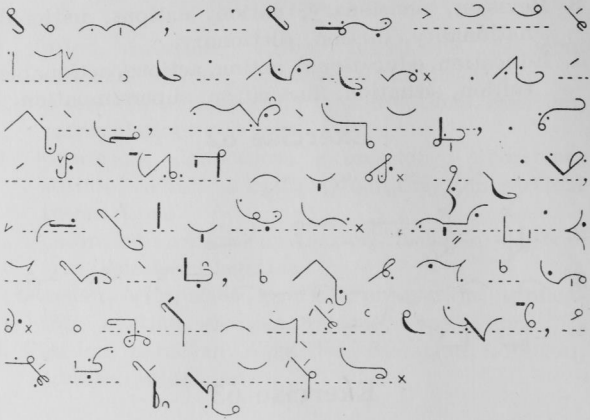


Exercise 63

In 1858 *was* set up *a* Royal Commission *on* popular education *in all-the* nation. *The* commissioners, at *their* discretion, were *to* arrange examinations; *to* obtain *information from* every direction, *to-the* exclusion *of* none; *to-call*-upon physicians, musicians *and* educationalists *of*-every class; *to*-take depositions *when* necessary; *and*, briefly, *to*-review *the general* situation, so-*as-to* secure *satisfaction*, *beyond all mere generalization*, *and* show if *there-had-been* progression or retrogression. *The* commissioners' work *was* sensational *in-the* facts brought out. *There-was* ample *justification for-the* commission, *and-the* adoption *of-the* commissioners' advice *was* followed by *an* alteration *in-the general* scheme *of* national education.

Exercise 64

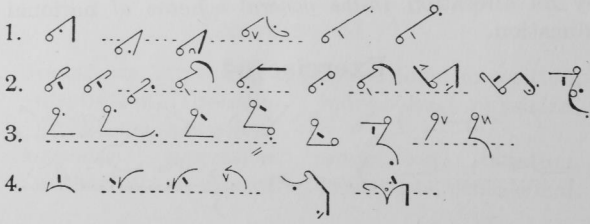




Exercise 65

1. Happy, happiness, hobby, hid, hidden, hatch, Hodge, heavy, heath.
2. Hash, heather, haze, haste, hustle, hone, hive, heckle, Hooker.
3. Behave, adhere, adhered, adhesion, boathouse, *over*hang, unheeding.
4. Hue, hewer, high, highroad, hoax, hoaxing, cohesion, mohair, *any*how.
5. Hum, humming, hill, hair, harm, mishap, apprehend.

Exercise 66

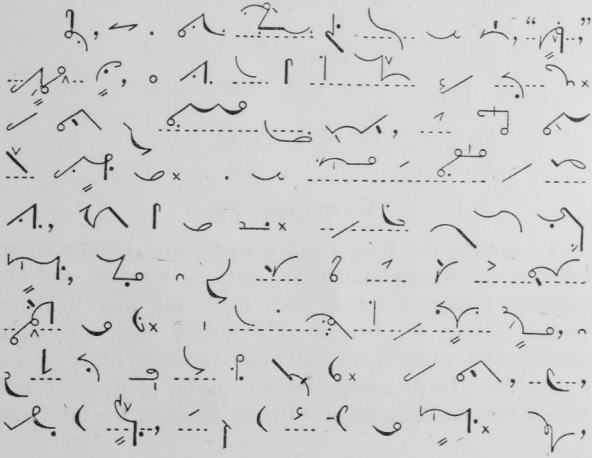


Exercise 67

Dear-Sir,

I-am-*surprised* *to*-hear *of* *Mr.* Hugh Hamer's opposition *to-the* highly reasonable views taken by Professor Hawkins *on-the* syllabus *in* history. Professor Hawkins, I-*believe*, does *his* best, *in-all-circumstances*, *to* help *his* pupils *and to* adhere *to-the* scheme *of* history lessons *which* deals *with-the* extension *of* commerce *and-with all* forms *of* man's activity. He-*is* heedful *of* every-*circumstance which*-may affect *the* coherence *of* history *and-the* historic *belief* expressed *in-the* phrase "Commerce follows *the* flag." *There-can-be* no misapprehension *of-his* meaning, *and*-none *but a* blockhead *would-be* likely *to* misapprehend *him.* He shows *how-the* upheaval *of* war, *though* harmful *to* humanity *in* other ways, may help *a* nation's commerce. I humbly hope *Mr.* Hamer may behave reasonably *and* cease *to* harass Professor Hawkins *in-his* historical course. *Yours*-truly,

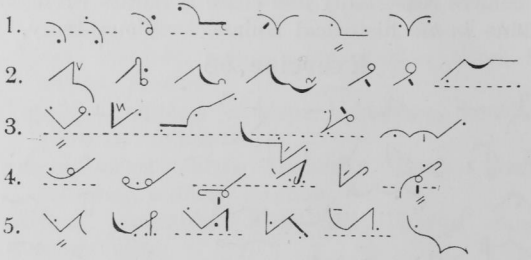
Exercise 68



Exercise 69

1. Arab, Arabic, ark, arm, aroma, arrive, arrival, arrange.
2. Rope, repair, refine, refining, refuse, refusing.
3. Bar, Barry, injure, injury, floor, flurry, customer, customary.
4. Artist, artistic, arrayed, urge, rage, remain, remaining.
5. Trespasser, pasture, preparation, rear, hurry, recover, recovery, professor, supervisor, grocer, successor.
6. Burn, burns, return, adjourn, learn, portion, extortion, charge, verify, pardon, sparkle.
7. Tire, tiresome, secure, securely, similar, similarly, thorough, thoroughfare, Cork, Carrick.

Exercise 70

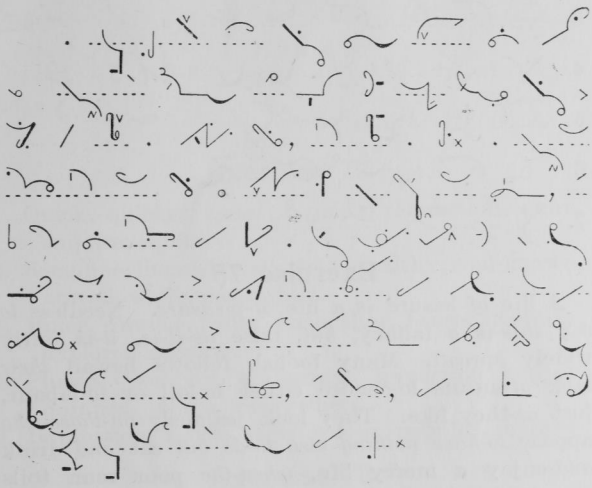


Exercise 71

To secure *the* best *from himself and to-give* right service *to* others, both-*the* clerical worker *and-the* manual labourer must *have* fresh air *and* healthy rooms *to*-live *in*, bright airy rooms *in*to *which-the* sun's rays may pour *and-the* breezes blow *when* desirable. Dark rooms retain germs *of* disease *and* either reduce *the* worker's life or weaken *his* physical

strength, so-*as-to*-make *him* unable *to-do* severe work either *of*-brain or muscle. *A* robust man may carry *on for a* time *in* dreary rooms, *but* eventually such places must cause injury *to-him and* bring *on* loss *of* force *and* energy. He-will arise *in-the*-early morn dull *and* weary *from-the* outset, *in* place *of* rising merry *and* bright, *and* ready *for anything in-the* day's work. *In-our-opinion the* brighter *the* rooms *we* live *and* work *in*, *the* better *our* work *is* likely *to be*.

Exercise 72

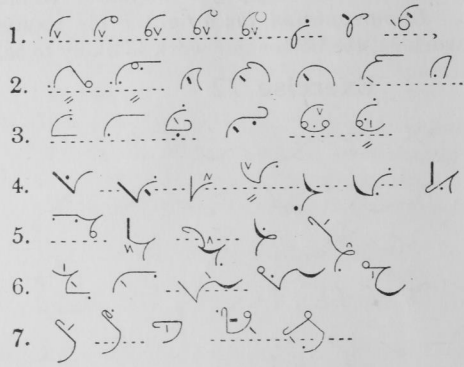


Exercise 73

1. Losses, swells, laws, elation, Alpine, lupin, lucid, local, illustration, lever.
2. Alcove, legation, align, lancet, loosen, Allington, appal, billow, towel, thrill.
3. Vole, volley, choral, gorilla, kneel, kingly, strongly, canals, kennel.

4. Fossils, nervously, chancel, resolve, delta, belfry, gallop, Philip.
5. Unlock, lock, fil ns, mailing, kneeling, Nelson, scaling, felicity, aimlessly.
6. Brush, trash, bl ısh, nutritious, spacious, sugar, chivalry.

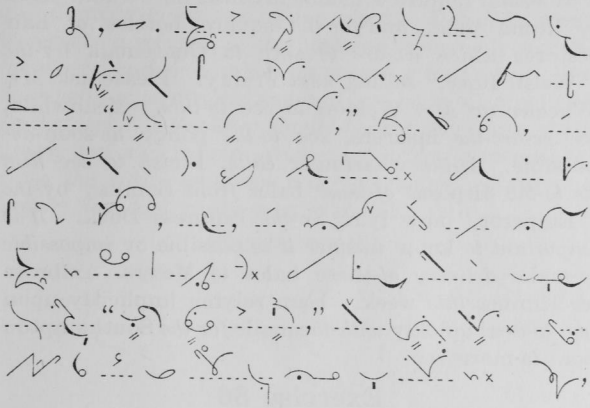
Exercise 74



Exercise 75

A life *of* leisure *is a* life *of-pleasure.* Needless *to* say *this-is a* fallacy, *but*, false *as-it-is*, *it-is* fairly widely spread. Many foolish fellows bewail *their* lack *of*-means *to*-choose either *to*-loll or *to*-labour, just *as*-they like. They look jealously *on-those-who* appear *to-have nothing* else *to-do but* eat *and* drink *and*-enjoy *a* merry life, *when-the* poor man toils ceaselessly *for* food *and* lodging *for himself and*-family. *But in* simple *truth*, *there-is*-no-*more* awful life than-*the* lazy, useless life *of-the* idle man, *and it-is* also true *to* say *there-are* exceedingly few rich men nowadays liable *to-the* charge *of* laziness, *because*-they know-*the* busy life *is-the* happy one. Happiness *is an* elusive *thing*, *and-more* rich men than poor fail *to*-grasp *it.*

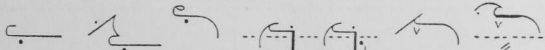
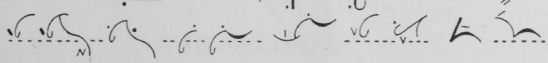
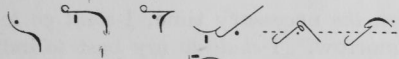
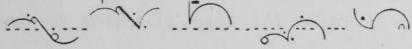
Exercise 76



Exercise 77

1. Quick, quicker, quest, request, requisition, quire, enquire, squire.
2. Sanguine, linguist, well, weld, wealthy, well-known, unwell, while, meanwhile.
3. Ruler, dweller, fuller, chancellor, bearer, restorer, explorer, admirer.
4. Plump, Bombay, embarrass, impartial, lumber, dampen, where, everywhere.
5. Impression, ample, error, colour, popular, scullery.

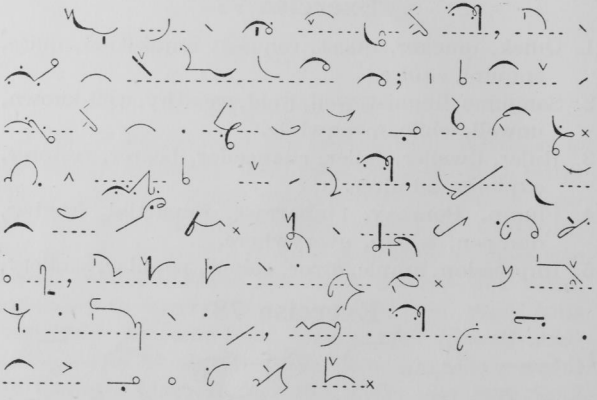
Exercise 78

1. 
2. 
3. 
4. 

Exercise 79

We-shall require consular invoices *for-the* four cases *of* liquid glue, *and-for-the* square bottles *of* hair restorer *which we-are to* ship *to* Guatemala by-*the* "Welsh Rose," sailing *next* Friday. Please ask *Mr.* Wheeler or *Mr.* Weldon *to* see *to-this.* Meanwhile, *as we-are-the* insurers, see *to-the* policy *as*-soon-*as*-possible. If-*the* wharfinger *calls*, I-*wish to* see *him as to-the* disposal *of-those* bales *from* Bombay by-*the* "Emperor," now lying *in-the* Empress Dock. *It-is important to* know *whether it-is* possible or *impossible to*-make *delivery of*-these bales *to* Messrs. Ambrose & Kimber *this* week. I-am relying implicitly upon *you to*-deal quickly *with-the* mails *for-the* Southampton boat *to*-morrow.

Exercise 80

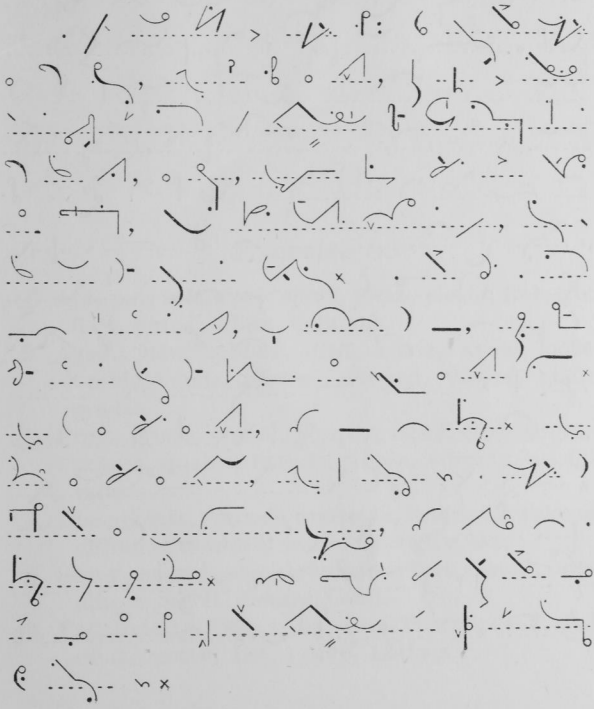


Exercise 81

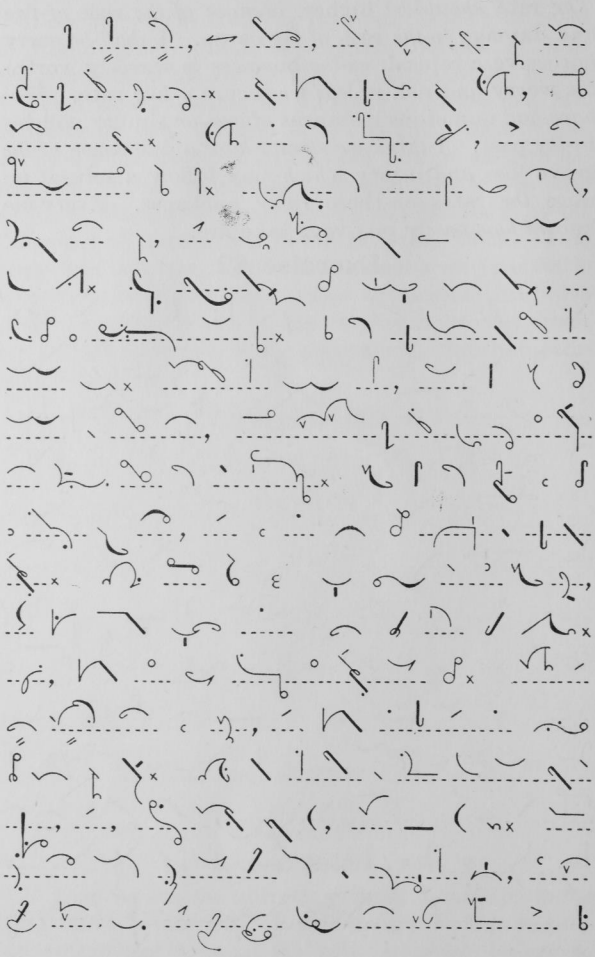
If I-*can* spare *the* necessary time, I-*shall go to-the* head office *to*-morrow. I-*shall-do* my best *to* induce *the* authorities *to*-raise *the* rate at-*which we-are to*

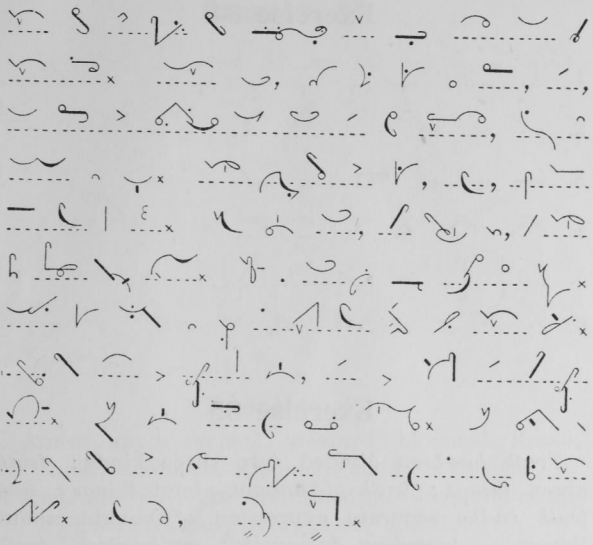
insure Messrs. Morris & Moore's four bales *of* rags. *The* rate *should-be* higher, *because of-the* risk *of* fire *and* damage *to-the* rest *of-the* cargo. I-*shall-be* sorry *to*-receive *a* refusal, *as-the* business *is* scarcely worth-*the* worry *and* risk unless *we* secure *a* fair rate. *We-have-had* numerous instances *of* loss *on* similar policies *in-the* past. I-*think-we should-have a* due sense *of-the* grave loss *and* injury *which*-may follow *a* refusal *to*-raise *the* rates *on*-these risky packages. Everyone knows *how* easily oily rags take fire.

Exercise 82



Revisionary Exercise (B)

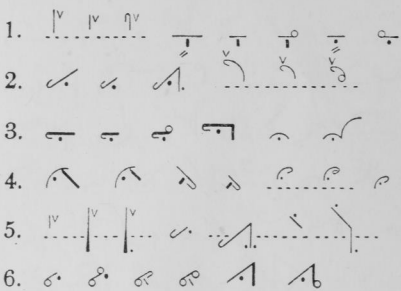




Exercise 83

1. Apt, pat, soft, spot, spots, pleat, pleats, fret, frets, fleet, proud, white, halt, silt.
2. Aged, jade, sobbed, died, aided, avoid, oozed, braid, braids, glowed, viewed, vowed, glades, grades.
3. Print, prints, pound, pounds, blunt, blunts, grant, grants, quaint, friends, fronts, affronts, anoints, rafts.
4. Disappoints, extends, residents, inclined, awakened, currents, doubled, seated, stated, rifled.
5. Secret, sacred, seated, sedate, effort, afraid, dread, adroit, regret, mental, hotel.
6. Pat, Patty, abode, body, chat, chatty, dead, dado, omit, motto, Lot, Lotty, Lotty's.

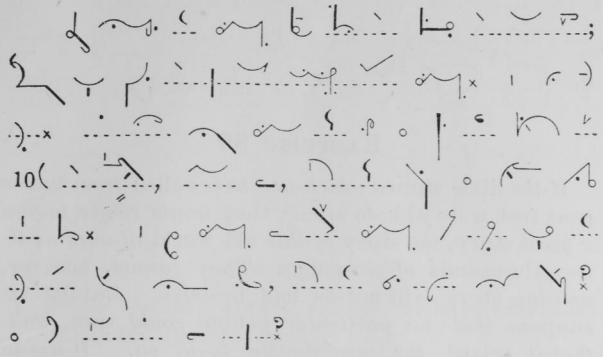
Exercise 84



Exercise 85

Truth has-been divided *into* three kinds: *truth* about *things; truth of*-thought about *things; and truth in-the* accurate expression *of*-thought about *things. According to* ancient authorities, *truth could-be* said *to be a* correspondence between thought *and thing. It*-seems perfectly easy *for any*one *to-think* accurately about *a thing with-which* he-*is quite* well acquainted. *But-the* case *is*-not *quite* so simple *as-that, and-there-is, without* doubt, *a great*-deal *to be* said before *it-can-be called* simple. Suppose *an* unfortunate accident occurred *in a* London street, *and-that* six *people* witnessed *the* accident, *and*-were asked *to*-relate exactly *what had* happened. *It-is quite* certain *that-we should* receive *different* accounts *from* each *of-them. The* result *would*-not-*be a* correspondence between thought *and-the thing* thought about; *and* so-*the* statements *would*-not-*be* true. *It is to be* regretted *that* limited space prevents *a more* extended argument, *though we could* extend *it* if-*we cared to-do* so.

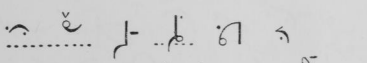
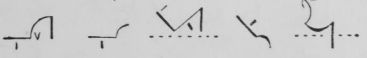
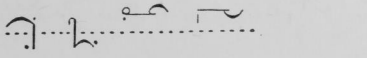
Exercise 86

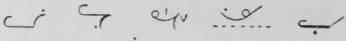


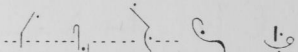
Exercise 87

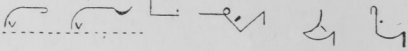
1. Aimed, mud, seemed, steamed, bloomed, timed, timid, trimmed, streamed, claimed, flamed.
2. End, annoyed, signed, stunned, poisoned, thousand, listened, reasoned, old, piled, boiled.
3. Toiled, skilled, failed, smiled, tired, retired, dared, shared, insured, wired, inferred.
4. Delayed, solid, worried, thronged, stampede, whimpered, angered, drunkard.
5. Pilot, bolts, hamlet, relates, support, answered, judged, select, animate.
6. Traded, trotted, edited, dictated, doubted, detained, tightened, plant, planted, drift, drifted, acquaint, acquainted.

Exercise 88

1. 
2. 
3. 

4. 

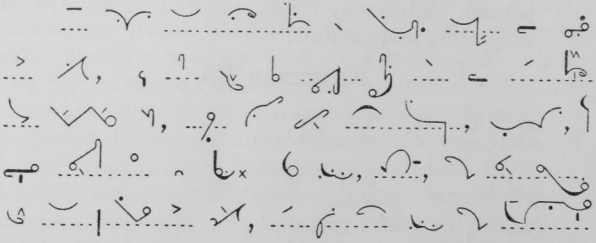
5. 

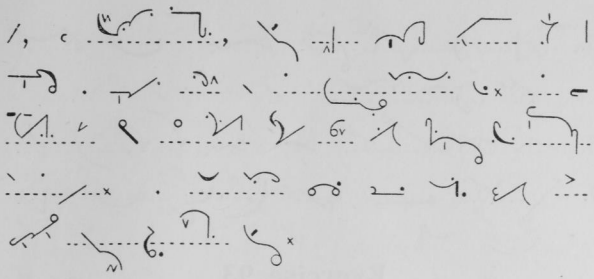
6. 

Exercise 89

If-*the* little stones *which-you have* rolled *from under your* feet were able-*to speak*, they-*would* relate *to-you a great* story, *the* story *of-this* old world *of-ours as-it-was* thousands *of-years*-ago. They *cannot*, *however*, *and-the* story will-not-*be told* by-*them*. *But* let us suppose *that*-one *particular* pebble *could* talk, *and-that-it* seized *the opportunity to-do* so. *It-would tell-you*, *and-the* other *gentlemen of-your* party, *of* changes *in* climate, *great* mad upheavals, *when-the* mighty ocean turned *to* dry land, *and-the* highest hills *and-the* hard rocky mountains tottered *and*-fell *towards-the* sea *and* became, indeed, *the* sea bottom. If-*we* listened, *as a child* might listen, *to-the* story *told* by-*the* pebble, *we* might learn *of-the* movements *which-are*, even now, tending *to*-turn parts *of-the* earth *in*to *more* habitable places, *and* other parts *in*to desolate wastes.

Exercise 90

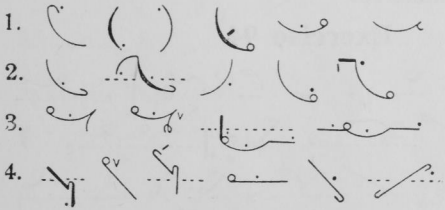


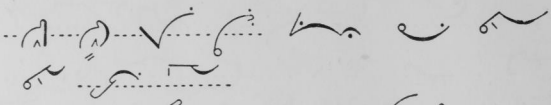


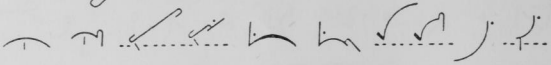
Exercise 91

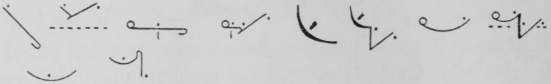
1. Fitter, voter, enter, sorter, avoider, thunder, asunder, finder, founder.
2. Another, grandmother, grandfather, eccentric, centralize.
3. Potter, plotter, spotter, doubter, auditor, painter, rounder, elector, embroider, protractor.
4. Lighter, loiters, slander, moulder, ringleader, breechloader, leader, lather.
5. Sombre, timber, rinker, imponderous, slumber, slumbered.
6. Malinger, malingered, adventurous, pictures, fractures.
7. Enter, entered, wonder, wondered, gender, gentry, inventor, inventory, tenders.

Exercise 92



5. 

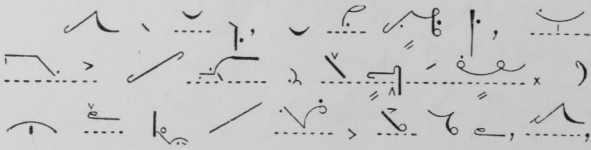
6. 

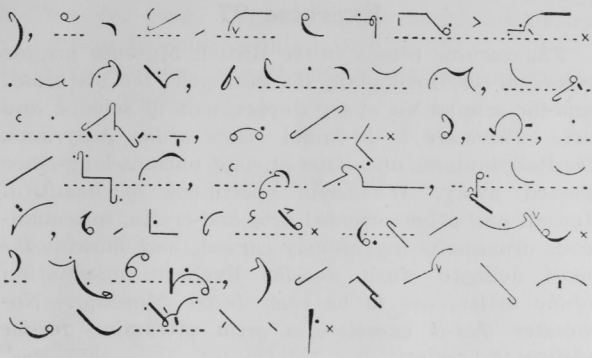
7. 

Exercise 93

Chambers *of*-Commerce *are to be*-found *in-the* chief centres *of-the*-country. They take *in-hand the* collection *of information for* both importers *and* exporters, *and*-they gather *in-their* files *wonderful* facts *and* figures dealing-*with* matters *of importance to-their members. There-are usually different* sections, *under different chair*men, *for different trades*, such-*as-the* leather *trade*, *and*-these sections naturally endeavour *to* centralize *their* efforts *on-the particular* business *in-which-their members are* engaged. *The* chambers keep *a* watchful eye upon legislators, so-*as-to* enter *an* early protest against *any* legislation likely *to* hinder international *trade*. One chamber took-*the rather* un*usual* course *of* acting *as* trustees *for* debenture holders *of*-property *in a* foreign-country. *The* present *writer is*-not aware *of* another-instance *of-this wonderfully* useful service by *a* chamber *of*-commerce.

Exercise 94

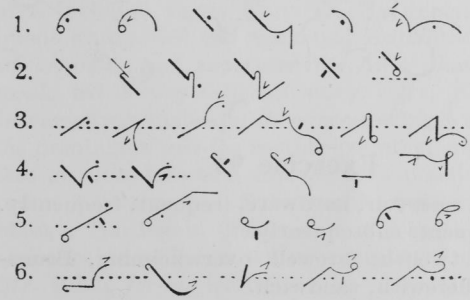




Exercise 95

1. Lay, layer, payer, player, gaiety, gayest, aeronaut.
2. Theatre, theory, theoretical, re-invest, re-engage re-enter.
3. Amiable, marrying, carrying, agreeable, ideal, idealist.
4. Borrow, borrower, grow, grower, low, lower, lowest.
5. Brew, brewer, brewery, flue, fluent, blue, bluish.
6. Miscellaneous, mysterious, insidious, victorious, furiously.

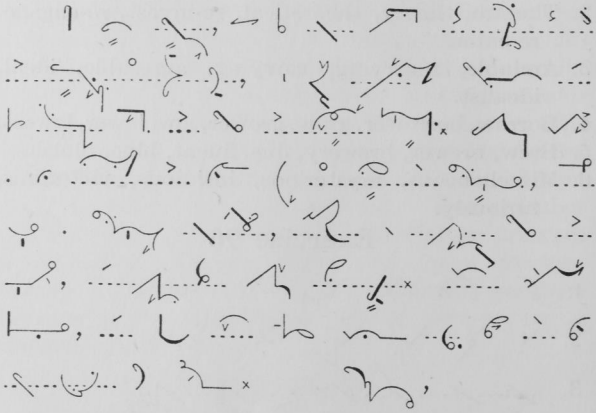
Exercise 96



Exercise 97

The various rooms *in-the* British Museum *are the* resort *of-the* theologian, *the* geologist, *the* historian, *and-the* scholar *in* every department *of* science *and* art. *There-are to be*-found relics *of-the* Assyrians, *the* Babylonians, *and* other ancient nations long-since passed away. *Wonderful* specimens *of* beautiful Indian *and* other oriental arts *and*-crafts, miscellaneous ornaments ingeniously carved, *and* showing-*the most* delicate work *and-the* liveliest imagination *of-the* artist, *are to be* seen *in-the* Museum. No-wonder *that-it* exercises *a great* attraction *for-the* visitor *to*-London.

Exercise 98

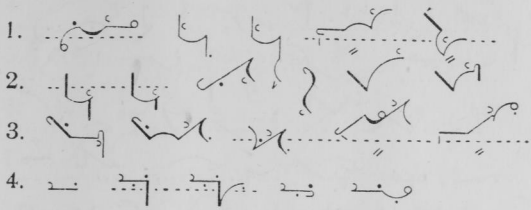


Exercise 99

1. Memoir, reservoir, hardware, frequent, frequently, subsequent, subsequently.
2. Twelve, twelfth, farewell, overwhelming, Brunswick, herewith, sandwich.

3. Tweedle, twig, Cornwall, limewater, misquote, misquoted, misquotation, driftwood.
4. War, warlike, warmhearted, warfare, warmer, warp, warranty.

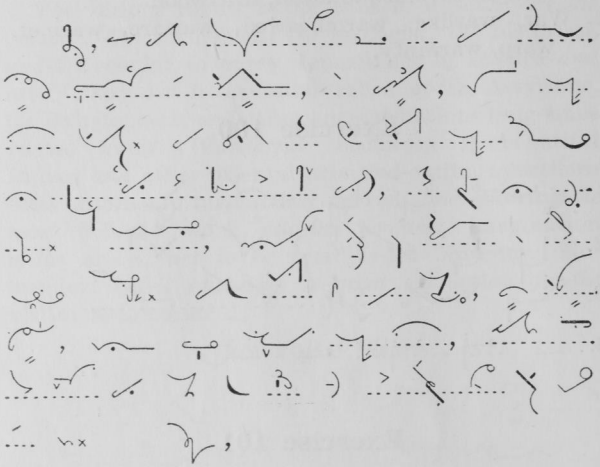
Exercise 100



Exercise 101

On Wednesday last, *in-the* Memorial Hall, Worksop, *Mr.* Walter Wilde, *of* Wakefield, *delivered an* extremely fascinating lecture *on-the* Empire. He referred *to-the* enormous size *of-the* dominions, *to-the* millions *of-people of* various races living *in-them, and to-the* bewildering variety *of* animal life *to be*-found *in-the* area included *in-the* Empire. He deplored-*the* frequent wars *which had* weakened British South-Africa *in-the* past, *and* expressed *his belief that-the* future *would tell a very different* story. *Mr.* Wilde spoke *in* warm appreciation *of-the* ever-growing love between-*the* dominions *and-the* mother-country, *and* declared *that* genuine affection *was-the* best possible bond *of* union between us. Subsequent speakers included Messrs. Hardwick, Shadwell *and* Wagstaffe, *and-the* audience accorded *a* warm expression *of thanks to Mr.* Wilde *for-his* lecture.

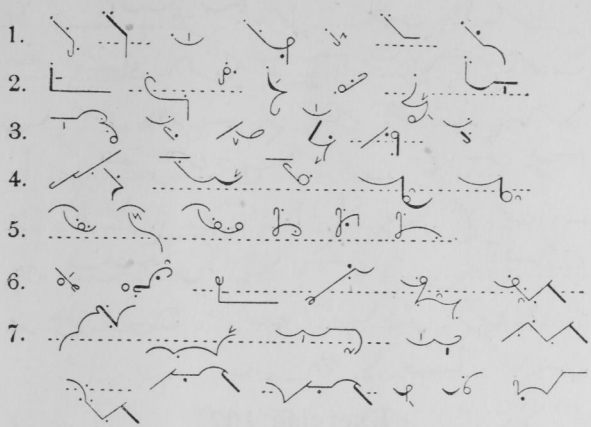
Exercise 102



Exercise 103

1. Compassion, committee, contain, contained, congenial, confession, conversation, concession, conceal, concealed.
2. Discontinue, discontinued, recognize, recognition, recommendation, commerce, commotion.
3. Accompanist, accomplish, accommodate, introduced, introspect.
4. Magnanimous, magnificent, magnitude, translate, translation, transport, self-denial, self-reliance.
5. Self-confident, self-contained, instruct, instructed, inscroll, inhale, inhabitant, inseparable.
6. Inhumanity, immoderate, innumerable, unnoticed, irrelevant, *under*rate, *al*ready.

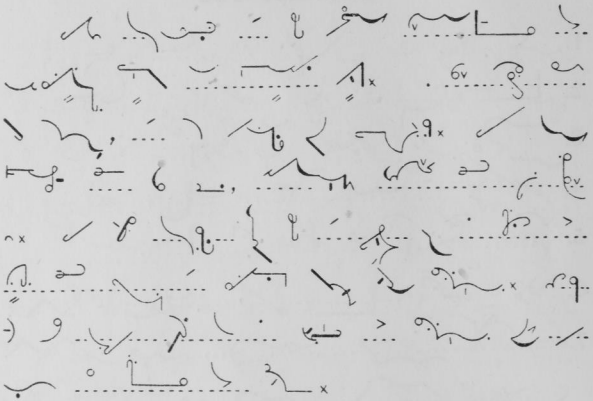
Exercise 104



Exercise 105

The almost innumerable terms connected *with* business *should-be under*stood by-*all who* engage *in trade.* They-*are* introduced *in*to practically every transaction, *and* he *would-be* considered incompetent *who* did-not *under*stand *them. The* mastery *of*-these terms *is*-not *a* task *of*-such magnitude *as to* disconcert *any*one *of* reasonable self-reliance *and* self-control. No enterprising man need entertain *a* moment's doubt *as to-his* ability *to*-learn these *significant* terms. *The* transmission *of* goods *to a* commission agent or other consignee involves *the* preparation *of* documents *which*-will ensure-*the* transfer *of-the* goods *to-him without* unnecessary delay. *The* arrangement *of* consular invoices *and* other forms properly *inscribed and* attested must *be* recognized *as a* common matter *of* daily routine, *and a* man *would* feel uncomfortable if-*he*-were ignorant *of*-these-*things.*

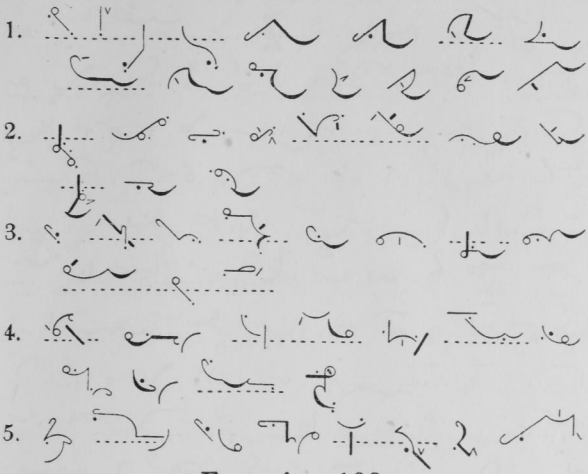
Exercise 106



Exercise 107

1. Paying, spying, stating, chewing, stitching, hiring, robbing, dying, edging, breaking, laughing.
2. Soothing, sighing, showing, knowing, laying, failing, rowing, muffling, offering.
3. Pouncing, entrancing, chancing, scoffing, leaning, shining, pacing, paining, paving, joining.
4. Plotting, abiding, promoting, folding, smattering, painting, skating, *believ*ing, *cheer*ing, *near*ing.
5. Adoring, adoringly, sparing, sparingly, sweepings, searchings, scoffings, failings, paintings.
6. Possibility, brutality, suitability, legibility, minority, legality, mythological, etymological.
7. Achievement, pavement, refinement, consignment, monumental, regimental, experimental.
8. Absolutely, politely, nicely, urgently, attractively, possibly, horsemanship, stewardship, editorship.
9. Heedfulness, heedlessness, lawfulness, lawlessness, forward, wayward, dockyard, backyard, *there*after.

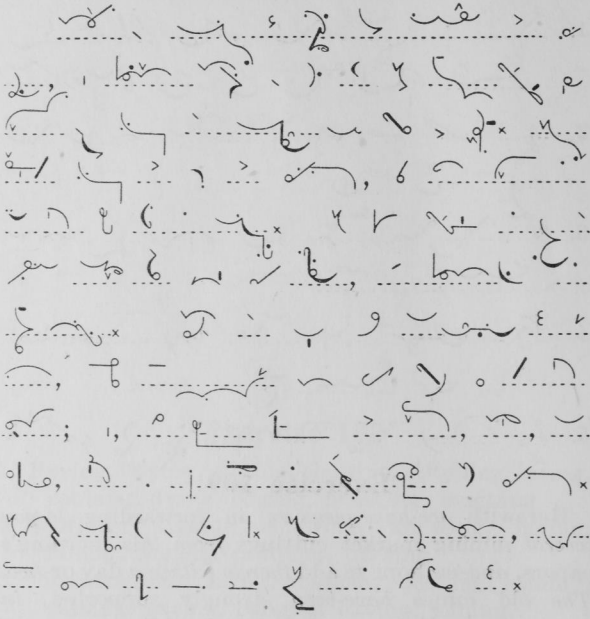
Exercise 108



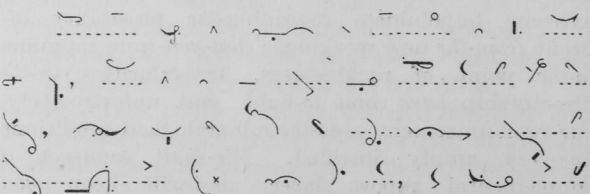
Exercise 109

Herewith *we-have-pleasure in* forwarding *to-you several* mining market cuttings *from this* morning's papers, *and-we* hope *to* add *thereto within a* day or-*two. The* old mines *have-been* strongly supported, *in* consequence *of-the* announcement *of-the* success *of* recent crushing operations, *and, as-the* labour costs *are* likely *to be* reduced *short*ly, *there-is*-no reason *why-the* experiments *should*-not-*be* carried further. *You*-will recollect *that-we* warned *you* against *your* extreme hopefulness regarding-*the* possibility *of*-profit *from-the* new workings ; *but-you*-were sanguine *to-the* point *of* recklessness. Irregularities *in-the* directorship *have come to*-light, *and*, unfortunately, *our* pronouncement *as-to-the* mineralogical conditions *has-been* amply justified. *We-shall* send-*you a* supplemental report later, *and*-will keep *you* constantly advised *of any* changes *in-the* situation.

Exercise 110



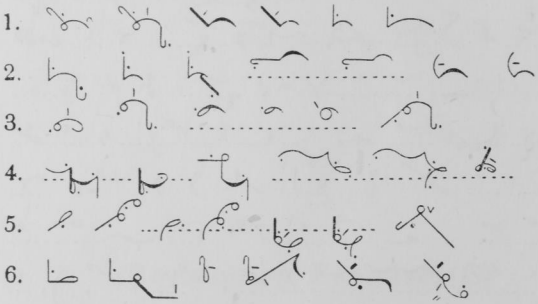
Revisionary Exercise (C)



Exercise 111

1. Pumped, plumped, tramped, damped, jumped, encamped, exempt.
2. Presumption, resumption, exemption, assumption, redemption, temptation, extinction.
3. Function, sanction, anxious, anxiety, anguish, languish, sanctuary.
4. Pessimist, pessimistic, optimist, optimistic, post, postage, postpone.
5. Punctual, punctuate, compunction, strong, strongest, distinct, distinctly.
6. Post-free, postscript, postage-stamp, substitute, substitution, waistcoat, wasteful.
7. Mistake, mistaken, *most*ly, blast, blast-furnace, testimony, testimonial.

Exercise 112



Exercise 113

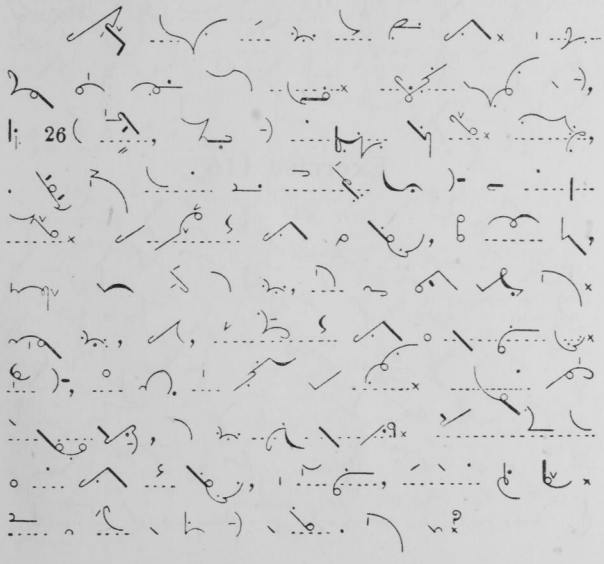
Dear-Sir :

Thank-you for-your prompt-reply *to*-my-letter regarding-*the* syllabus *of-the Southern* Institute. I-am anxious *that* my nephew *should* join *on-the* resumption *of-the* classes. He-*was to-have* begun last session, *but-was* obliged *to* postpone *the* matter through

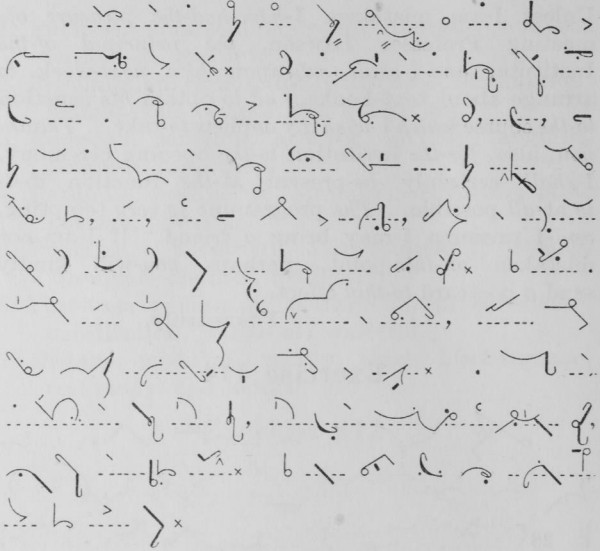
sudden illness, *which* caused us considerable anxiety. Unless I-am mistaken, I-*have-had-the pleasure of*-meeting Professor Lawson, *the principal of-the* Institute, *and*-I-*shall call*-upon *him next*-week *to* arrange about text-books, *and to* obtain *his* sanction *to-the* course *which* I-*wish* my nephew *to*-take. *Thank-you*, also, *for-the* invitation *to-the* opening ceremony. I-*shall* certainly *be*-present at-*the* function if-*it-is* at-*all* possible. *The* programme *is very* tempting, *and*-I presume I-may bring *a* friend. If I-am-not mistaken *on-this*-point, perhaps *you*-will kindly send *a* postcard *to-that* effect.

Yours-truly,

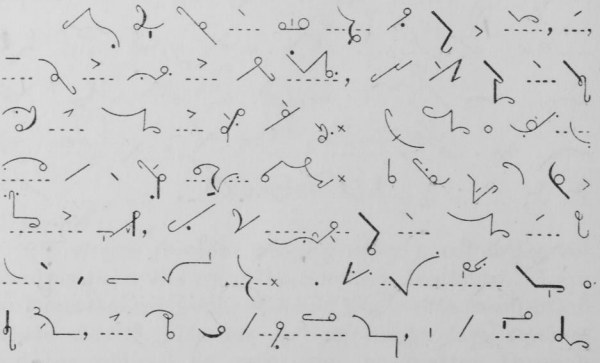
Exercise 114

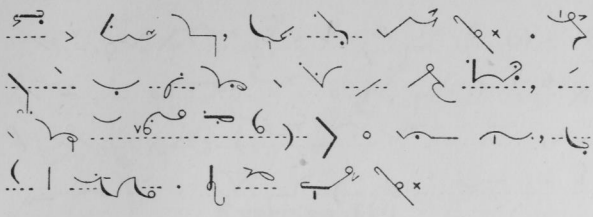


Exercise 115



Exercise 116





Exercise 117

(*a*)

(*b*)

(c)

Exercise 118

Exercise 119

Exercise 120

42,560 3,546 3,507 2,583 1,666

3,714 ৳, 2,746 ৳, 15 ৳, 50 ৳, 16,712 ৳, 5 ৳, 449 ৳, 230,473 ৳, 394 ৳, 1s. 1d., 1s. 4·35d., 1s 1·80d. 8·92d., 4·02d., 1½d. 8,843 ৳, 12

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